



Personnel

★HISTORY AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 36-28, *Awards and Decorations*, for the Air Force History and Museum Programs. It provides guidance for recognizing commendable historical work of military and civilian personnel, either as individuals or teams. Major commands (MAJCOM) and field operating agencies (FOAs), after approval by HQ USAF/HO, may supplement this instruction to provide additional guidance to subordinate units and conduct command award programs.

SUMMARY OF REVISIONS

This is the first revision of AFI 36-2863. It deletes external awards for individuals outside the Air Force History and Museum Programs, adds a new award category for heritage projects, and makes some adjustments to the criteria and processing of awards.

1. Excellence in Wing History Programs. This award recognizes individuals at the wing or independent group level who have provided superior historical support to their units and have submitted excellent or outstanding periodic histories during the past calendar year. In the case of a two-person office, both members can share the award. Only historians at the 3-skill level or above who served in the history office for at least 6 months of the year are eligible.

1.1. MAJCOM and field operating agency (FOA) History Offices may each nominate up to three award candidates to HQ USAF/HO no later than 28 February. The MAJCOM/FOA commander, vice commander, or staff director must sign a letter (two pages maximum, including attachment if used) explaining why each nominee deserves recognition.

1.2. HQ USAF/HO appoints a panel of Air Force historians to evaluate the nominations. The panel will consist of a minimum of three members, at least one of whom must be a senior NCO historian. All members must have experience in performing or overseeing work at the wing level. The panel meets as soon as possible at the Air Force Historical Research Agency, Maxwell AFB, Alabama, where copies of the wing histories are on file for the members to review. The organizations of prospective panel members must agree to fund travel before they are appointed. The panel sends its recommendations to HQ USAF/HO, where a selection board consisting of the Air Force Historian (SES) and at least two 0-6, E-9, or GS-14/15 members will approve the award recipients. HQ USAF/HO announces final results and notifies award recipients. The panel and board judge the nominations against the following criteria:

- Usefulness of reference services to unit, command, and the Air Force.
- Effect history office had on planning, policy and decision making within the organization.
- Quality and timeliness of periodic histories submitted during the calendar year.
- Value of other publications produced during the year.
- Special projects and efforts that raised historical consciousness.

2. Excellence in Historical Publications. Recognizes individuals or teams at field units and headquarters who have produced outstanding books, studies, or comparable products during the past calendar year. (Historians at the Headquarters Air Force level, to include FOAs under the supervision of AF/HO, are not eligible for this award, nor are commercially edited and published books.)

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OPR: HQ USAF/HO (Mr. Lawrence R. Benson)

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2.1. MAJCOM, FOA, and direct reporting unit (DRU) History Offices may nominate deserving candidates for this award no later than 28 February. Forward to HQ USAF/HO three copies of the publication and a letter signed by the MAJCOM/FOA/DRU commander, vice commander, or staff director. This letter explains the usefulness of the publication to the organization and its expected value to the Air Force.

2.2. HQ USAF/HO appoints a panel of at least three Air Force historians who have distinguished research and writing credentials to evaluate the nominations. The panel meets as soon as possible and provides its recommendations to HQ USAF/HO, where a selection board consisting of the Air Force Historian and at least two O-6 or GS-14/15 members will approve the award recipients. HQ USAF/HO announces final results and notifies award recipients. The panel and board judge each publication against the following criteria:

- Content (challenge of topic; depth or breadth of research; completeness, consistency, and accuracy of information; quality of interpretation, analysis, and conclusions)
- Utility (to organization, Air Force, and other researchers)
- Writing Style (clarity, correctness, creativity, and readability; proper use of scholarly devices)
- Format and Presentation (logic and balance of organization; value of illustrations, front matter, and back matter; security/administrative markings; attractiveness of final product).

3. Air Force Heritage Project Award. This annual award recognizes outstanding accomplishments by Air Force history and museum personnel to foster a better understanding and appreciation of the USAF--its mission, people, components, and attainments. Eligible projects include pamphlets, displays, videos, preservation efforts, etc. Submit nominations in the same manner as for historical publications (paragraph 2.1 above), except that a videocassette, photo album, or set of slides can substitute for copies of publications. The Air Force Historian, advised by at least two O-6, E-9, or GS-14/15 board members, will select recipients based on the evidence provided.

4. Air Force Historian's Special Achievement Award. This award recognizes an individual or team for sustained outstanding performance, extraordinary achievements, or exceptional contributions to the Air Force History and Museum Programs. Submit nominations at any time during the year in a memorandum explaining the achievement(s). Within major commands, forward nominations to MAJCOM/HO for endorsement to HQ USAF/HO. FOAs and DRUs send nominations directly to HQ USAF/HO. The Air Force Historian, advised by at least two O-6, E-9, or GS-14/15 board members, will select recipients based on the nomination correspondence.

5. Recognition. The Air Force Historian will sign a memorandum of commendation for each award winner. In addition, winners of the excellence in wing history programs and historical publications awards receive a wall plaque, an entry in their personnel records, and are entitled to wear the Air Force Recognition Ribbon (military) or Lapel Pin (civilian). Recipients of the heritage project and special achievement awards receive a certificate signed by the Air Force Historian.

6. Other Awards. MAJCOMs and FOAs with subordinate units are encouraged to establish their own award programs in supplements to this AFI to complement the AF-level program.

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Air Force Historian